State of Arizona
School Emergency Response Plan Requirements

MINIMUM	**RECOMMENDED**

INTRODUCTION:

- Table of contents

- Approval statement and dated signatures of principal and appropriate district official

PURPOSE:

- State the purpose of the emergency response plan

SITUATION:

- State the size and location of your facility in acres and the number, general size, and use of each of the buildings

- State the number of students and employees normally on hand, and any scheduled daily differences in population

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- Complete a hazard analysis of your school grounds and buildings, as well as the surrounding community, including natural and human related emergencies

MINIMUM	**RECOMMENDED**
DIRECTION AND CONTROL:	**DIRECTION AND CONTROL:**
▪ Create a management system which will include a chain of command and alternates to carry out the plan	▪ Create an ICS **(Incident Command System)** for your site which will include a chain of command and alternates to implement and carry out the plan: **1. Incident commander** **2. Public information officer** **3. Safety officer** **4. Liaison officer** **5. Operations** **6. Planning** **7. Finance/administration** **8. Logistics**
▪ Designate a <u>primary and alternate</u> on-site Command Post	▪ Designate a <u>primary and alternate</u> on-site Command Post
▪ Identify persons, by title and agency, who will be notified during an emergency	▪ Identify persons, by title and agency, who will be notified during an emergency
▪ Describe the warning signals or commands that alert staff and students to emergency responses **1.** Evacuation **2.** Reverse evacuation **3.** Drop, cover, hold **4.** Lockdown **5.** Shelter in place	▪ Describe the warning signals or commands that alert staff and students to emergency responses **1.** Evacuation **2.** Reverse evacuation **3.** Drop, cover, hold **4.** Lockdown **5.** Shelter in place
▪ Designate a <u>primary and alternate</u> evacuation route and assembly area	▪ Designate a <u>primary and alternate</u> evacuation route and assembly area
	▪ Designate off-site relocation site to the North, South, East, and West (and how students would be moved or transported)
▪ Describe how disabled and/or non-English speaking children will be provided for	▪ Describe how disabled and/or non-English speaking children will be provided for

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▪ Provide a resource inventory of emergency items available - communication equipment, first aid, medical, fire fighting equipment, lighting, etc.	▪ Provide a resource inventory of emergency items available - communication equipment, first aid, medical, fire fighting equipment, lighting, etc.
	▪ List agreements with voluntary organizations, government agencies, and private organizations that will assist the school/district during an emergency
▪ Post a Classroom Emergency Response Guide in each room or assembly area for student and staff	▪ Develop Classroom Emergency Response Guides and post copies in each room or assembly area for student and staff
▪ Each school should have a battery powered radio in case of power failure	▪ Provide a battery powered radio in case of power failure
	▪ Provide a weather alert radio in case of an impending weather related emergency
	▪ Develop off campus emergency (field trip, bus) procedures
▪ Make provisions for off campus emergencies (field trip, bus)	▪ Have a campus emergency kit available in the office
	▪ Provide each classroom with an emergency kit

PLAN DEVELOPMENT AND MAINTENANCE

MINIMUM	**RECOMMENDED**
	▪ Provide an annual review of plan, attachments, responses, and needs, and update when necessary
▪ Provide an annual review of plan, attachments, responses, and needs, and update when necessary	▪ Invite community, outside agencies (city, fire, police, emergency management) to assist in plan development, training exercises, and revision

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▪ Annually train staff regarding warning/ response signals, evacuation routes, assembly areas, emergency procedures, and chain of command	▪ Conduct annual staff training regarding warning/ response signals, evacuation routes, assembly areas, emergency procedures, and chain of command
▪ Review current management system or **Incident Command System annually** with staff and train those who have assigned responsibilities	▪ Review **Incident Command System annually** with staff and train those who have assigned responsibilities
▪ Practice **annually** response drills with students 1. Evacuation 2. Reverse evacuation 3. Drop, cover, hold 4. Lockdown 5. Shelter in place	▪ Practice response drills **each semester** with students 1. Evacuation 2. Reverse evacuation 3. Drop, cover, hold 4. Lockdown 5. Shelter in place
▪ One school district employee will participate in training annually	▪ School Safety Team will participate in annual training
▪ Overview of plan explained and distributed to parents	▪ Overview of plan explained and distributed to parents
▪ Schools will send a copy of their plan to be on file in the district office	▪ Schools will send a copy of their plan to be included with the district wide plan
	▪ Schools will complete an annual evaluation checklist of their plan

APPENDICES AND ATTACHMENTS	**APPENDICES AND ATTACHMENTS**
▪ Management system or **ICS** structure and responsibilities	▪ **ICS** structure and responsibilities
▪ Student roster with parent phone numbers	▪ Student roster with parent phone numbers
▪ Master schedule	▪ Master schedule
▪ Faculty/staff roster with emergency phone numbers	▪ Faculty/staff roster with emergency phone numbers

MINIMUM	**RECOMMENDED**
▪ Community emergency numbers: General emergency number - **911** Ambulance Poison Control Center Local hospital Police Dept/Sheriff/State Police Fire Dept	▪ Community emergency numbers: General emergency number - **911** Ambulance Poison Control Center Local hospital Police Dept/Sheriff/State Police Fire Dept
▪ Map of evacuation route(s) and assembly areas, student release gate, command post(s)	▪ Map of evacuation route(s) and assembly areas, student release gate, command post(s)
▪ Site plan or blueprint of the facility and floor plan(s) of the building(s) showing location of water and gas shut off points, heat plants, boilers, generators, flammable liquid storage, other hazard materials storage, fire fighting equipment placement, first aid facilities, exits, etc.	▪ Site plan or blueprint of the facility and floor plan(s) of the building(s) showing location of water and gas shut off points, heat plants, boilers, generators, flammable liquid storage, other hazard materials storage, fire fighting equipment placement, first aid facilities, exits, etc.
	▪ Map of the area showing areas that may have an emergency impact on the school including major highways, railways, airports, power transmission lines, generating stations, industrial complexes, bulk oil and gas storage, pipe lines, etc.
▪ Lists with the name, title, address, telephone number, and organizational responsibilities for emergency operations	▪ Lists with the name, title, address, telephone number, and organizational responsibilities for emergency operations
▪ Sample statements/letters for use in notifying faculty, students, parents, and media about emergency	▪ Sample statements/letters for use in notifying faculty, students, parents, and media about emergency
▪ Student accountability/release forms	▪ Student accountability/release forms